

## Quick Guide to Complete a MEGS+ 2012 CNP: Summer Food Service Program Application

- 1) Access MEGS+ at: <https://mdoe.state.mi.us/megsplus/>

- 2) A Level 3 Authorized Official must initiate the application by clicking the Open Applications/Tasks button.

- 3) Click on your sponsor name located under the Identifier section for application options.

Document Type	Agency	Identifier	Description	Current Status	Date Last Submitted	Date Due
CNP: School Nutrition Program	Frankfort-Elberta Area Schools	<a href="#">NSLP-2012-Frankfort-Elberta Area Schools-10025</a>		Approved And Certified	10/7/2011	
CNP: Summer Food Service Program	Frankfort-Elberta Area Schools	<a href="#">SFSP-2012-10025-00046</a>		In Progress		


4) Click on the View/Edit button to edit your current fiscal year application.

**Frankfort-Elberta Area Schools - 10025**

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)


**Application:** FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

 **View / Edit**


Select the **View/Edit** button below to view, edit, and complete the application/task.

[VIEW / EDIT](#)

 **Change Status**

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

 **View Management Tools**

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the d history.







[VIEW MANAGEMENT TOOLS](#)

\*\*Throughout the application pages, you may notice that information from your previous year's SFSP application may have rolled over. Be sure to review and update any and all information in your application before you save and submit.\*\*

5) Click on the Sponsor Information link.

Please complete all required forms below.

#### Forms

Status	Page Name	Notes	Created By	Last Modified By
<b>Application Agreement Materials</b>				
	<a href="#">General Instructions</a>			
	<a href="#">Sponsor Agreement and Non-Pricing Policy Statement</a>			
	<a href="#">Sponsor Agreement and Non-Pricing Policy Statement Addendum for NSLP Sponsors</a>			
<b>Sponsor / Site Information</b>				
	<a href="#">Sponsor Information</a>		2/22/2012 12:50:55 PM	2/22/2012 12:54:36 PM
	<a href="#">Site Listing</a>			
<b>Program Forms</b>				
	<a href="#">Eligible for Commodities</a>		2/22/2012 12:51:03 PM	2/22/2012 1:43:42 PM
	<a href="#">Meal Pattern Exceptions Form</a>		2/22/2012 12:51:03 PM	2/22/2012 1:44:24 PM

- 6) Review and update each question on the Sponsor Information page.
- 7) At the bottom of each page, certify that all of the above data is complete and correct. Click on the Save button located on the floating menu bar always at the top of the page.

13. ☒ I certify that the above data is complete and correct. \*

SAVE
PRINT VERSION
ADD NOTE
GLOBAL ERRORS
SHOW HELP

- 8) Once the sponsor information is completed and saved, click on the View/Edit Menu link located at the top of the Sponsor page.

[Main Menu](#) > [Application Menu](#) > [View/Edit](#) > [Sponsor Information](#)

### Frankfort-Elberta Area Schools - 10025

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

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- 9) To update information for each site or to add a site, click on Site Listing.

### Frankfort-Elberta Area Schools - 10025

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[Details](#)

Please complete all required forms below.

**Forms**

Status	Page Name	Notes	Created By	Last Modified By
<b>Application Agreement Materials</b>				
	<a href="#">General Instructions</a>			
	<a href="#">Sponsor Agreement and Non-Pricing Policy Statement</a>			
	<a href="#">Sponsor Agreement and Non-Pricing Policy Statement Addendum for NSLP Sponsors</a>			
<b>Sponsor / Site Information</b>				
	<a href="#">Sponsor Information</a>		2/22/2012 12:50:55 PM	2/22/2012 12:54:36 PM
	<a href="#">Site Listing</a>			
<b>Program Forms</b>				

- 10) Click on the Add a Site link to add a new site, or click on an existing site's name to update the site's information.

[ADD SITE](#)

Search Site Name / Agreement Number:  [GO](#) [EXPORT TO EXCEL](#)

Agency Name	Agreement Number	Active	Delete Site	Meals	Effective Month	Last Update	Last Update By
<a href="#">Village Of Benzonia Academy Park</a>	10SFP0006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Breakfast Lunch		2/22/2012 1:39:09 PM	
<a href="#">Benzie Central High School</a>	10SFP0005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Breakfast Lunch		2/22/2012 1:34:23 PM	
<a href="#">Frankfort High School</a>	10SFP0003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Breakfast Lunch		2/22/2012 1:32:46 PM	

- 11) Review and update all information for each active site. Be sure to save prior to moving on to additional sites.

**SITE INFORMATION**

**Instructions:**

- Please complete this page, and click the **Save** button.

Site Information	
1. a. Site Agreement Number:	<input type="text"/>
b. License Number: (Only required for RCCI)	<input type="text"/> * Invalid License Number
c. License Number Expiration Date: (Only required for RCCI)	<input type="text"/> *
2. Site Name:	<input type="text"/> *

- 12) Once all the site information has been completed click on the View/Edit Menu link located on the top of the Site Information page.

**Frankfort-Elberta Area Schools - 10025**

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

**Created By:** 2/22/2012 12:50:59 PM  
**Modified By:** 2/22/2012 1:39:09 PM

13) Scroll to Program Forms section and complete each required form.

**Sponsor / Site Information**

- [Sponsor Information](#)
- [Site Listing](#)

**Program Forms**

- [Eligible for Commodities](#)
- [Meal Pattern Exceptions Form](#)
- [Forms That the Organization Will Be Using](#)
- [Pre-award Civil rights Compliance Review](#)
- [Program Budget SFSP](#)
- [Staff Training](#)
- [Staffing Information](#)
- [Components in One Week Sample Menu](#)

14) To submit your application, click on Change Status in the Quick Links menu bar at the top of the page.

**Main Menu > Application Menu > View/Edit**

**Frankfort-Elberta Area Schools - 10025**

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

[Details](#)

Please complete all required forms below.

15) Click the Submitted button.

**Main Menu > Application Menu > Change The Status**


**Frankfort-Elberta Area Schools - 10025**

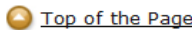
**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

Select a button below to execute the appropriate status push.

**Possible Statuses**

 [Submitted](#)

 [Top of the Page](#)

- 16) If your application has errors, you will be required to fix them at this point prior to your application being submitted. This may require you to make changes in more than one place. If this is the case, use your View/Edit menu to identify, access, and fix errors.
- 17) Once all of your errors have been corrected (if applicable), repeat steps 14 and 15.
- 18) Follow the prompts to completion. You may utilize 'Management Tools' from the Application Menu or the Quick Links menu bar to track the status history of your application as well as various administrative tasks.

**Main Menu > Application Menu > Management Tools**

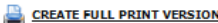
**Frankfort-Elberta Area Schools - 10025**

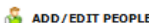
**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)


**Application:** FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

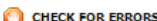
The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

**Management Tools**

 [CREATE FULL PRINT VERSION](#)  
Select the link above to create a printable version of the document.

 [ADD/EDIT PEOPLE](#)  
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

 [STATUS HISTORY](#)  
Select the link above to view the status history of this document.

 [CHECK FOR ERRORS](#)

## Amendments and Modifications

- 1) In order to initiate any modifications or amendments to the application, you must first go to 'Change Status' and click on "View Status Options."

Main Menu > Application Menu

Frankfort-Elberta Area Schools - 10025

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - CNP: Summer Food Service Program | Status: In Progress | Security Level: CNAP: Level 3 Application Administrator

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

**View / Edit**

Select the **View/Edit** button below to view, edit, and complete the application/task.

[VIEW / EDIT](#)

**Change Status**

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

- 2) Click on the status you wish to initiate to the application. Possible status may include:
  - a. Modifications in Progress
  - b. Amendment in Progress
- 3) Initiating a status change will bring you to the View/Edit Menu. Make the required modification or desired amendment. Be sure to save each page as necessary.
- 4) If making an amendment, you will be required to complete an Amendment Justification in order to provide a detailed description of the change that you are making to the application. This justification is required in order to re-submit your application.

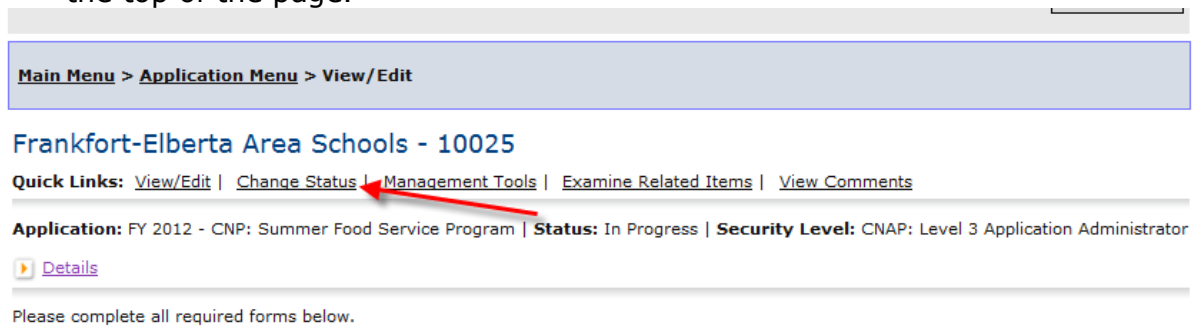
SPONSOR / SITE INFORMATION (Complete or Update and "Save" the following forms)

[Sponsor Information](#)

[Site Listing](#)

[Amendment Justification](#)

- 5) Once your changes have been made and Amendment Justification has been completed (if applicable), your application is now ready to re-submit.
- 6) To submit your application, click on Change Status in the Quick Links menu bar at the top of the page.



Main Menu > Application Menu > View/Edit

### Frankfort-Elberta Area Schools - 10025

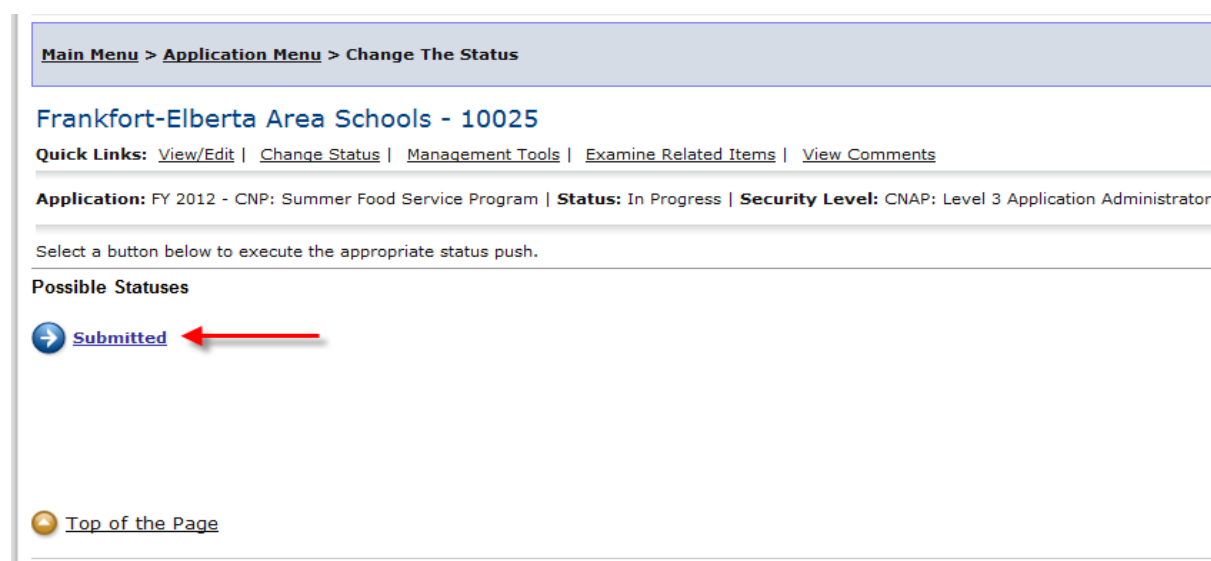
**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

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[Details](#)

Please complete all required forms below.

- 7) Click the Submitted button. The available status may also read:
  - a. Modifications Submitted
  - b. Amendment Submitted



Main Menu > Application Menu > Change The Status

### Frankfort-Elberta Area Schools - 10025

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

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Select a button below to execute the appropriate status push.

**Possible Statuses**

[Submitted](#)

[Top of the Page](#)

- 8) If your application has errors, you will be required to fix them at this point prior to your application being submitted. This may require you to make changes in more than one place. If this is the case, use your View/Edit menu to identify, access, and fix errors.
- 9) Once all of your errors have been corrected (if applicable), repeat steps 6 and 7.